

Document Numbering for AMS

All document numbers are prefaced by a 2 position 'Trans Code' (TC) and the user's 2-4 position SEC1 Code. After that, the following sequence should be followed to allow for easier SUSF management. The combination of the TC, the SEC1 Code, and the Document Number is called the Document ID or DOC ID.

SPENDING - XXXXXXXXXX

*(If additional **alpha identifiers** are needed, please send Melissa Tharp an email message requesting the new code so that it can be added to the Agency list.)*

- The first two positions will be a fiscal year indicator.
- The second two positions will be an alpha identifier. Examples of this will include, but not be limited to:
 - AG – Agreement (+ 5)
 - CH – Cotton Haulers
 - CS – Customs/Board Transfers
 - DS – Disaster Relief (Section 32)
 - GB – Greenbook
 - IN – Investments/Divestments
 - LS – Leases (could be a reoccurring payment)*
 - MS – Miscellaneous
 - PS – Overnight Postage
 - SS – Subscriptions/Supplies
 - TC – Tort Claim Settlements
 - TN – Transportation
 - TR – Training
 - TV – Travel
- The remaining positions will be used by the Programs to insert the invoice or document control number for easy reference on SUSF. The only exception to this will be agreements. We will use this part of the document number to record the last 7 numbers of the agreement.

** - Please note that if the reoccurring payment method is used, you will only have 5 positions to use for the control/lease number. The system will automatically populate the sixth & seventh position.*

B2 Documents - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The next 3 positions will be ADJ
- The next 2 positions (sometimes 3 positions depending on your program) are your Program identifier (see list below)
- The next position is a # sign
- The last 3 digits will be automatically numbered.

Program Name	Program Abbreviation
Cotton	CN
Dairy	DY
Fruit and Vegetable	FV
Livestock and Seed	LS
Science and Technology	ST
Science Lab	NSL
Poultry	PY
Tobacco	TB
Transportation and Marketing	TM
Compliance and Analysis	CA
Washington Financial Services Branch	WF

IPAC BILLING DOCUMENTS (BD) - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The next 4 positions will be IPAC
- The next 2 positions (sometimes 3 positions depending on your program) are your Program identifier (see list below)
- The next position is a # sign
- The last 2 digits will be automatically numbered.

Program Name	Program Abbreviation
Cotton	CN
Dairy	DY
Fruit and Vegetable	FV
Livestock and Seed	LS
Science and Technology	ST
Science Lab	NSL
Poultry	PY
Tobacco	TB
Transportation and Marketing	TM
Compliance and Analysis	CA
Washington Financial Services Branch	WF

ACCOUNTS RECEIVABLE - XXXXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The remaining positions will be used by the Programs to insert the billing or document control number for easy reference on SUSF.

ESTIMATES - XXXX XXXXXX

(Monthly & Yearly)

- The first two positions will be a fiscal year indicator.
- The second two positions will be the Program Group.

- The fifth position will indicate an O for obligation or an R for revenue.
- The remaining positions will be used by the Programs to insert the billing or document control number for easy reference on SUSF.

BUDGET DOCUMENTS (BEA Only)

AA's & PA's - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The second two/three positions will be the Fund Code.
- The remaining six/seven positions will be a sequential number (the length of this number is determined by the Fund Code).

BE/AC - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The second two/three positions will be the Fund Code.
- The next two positions will be 'AC' which stands for Allocation Level.
- The remaining five/six positions will be a sequential number (the length of this number is determined by the Fund Code).

BE/SL - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The second two/three positions will be the Fund Code.
- The next two positions will be 'SL' which stands for Suballocation Level.
- The remaining five/six positions will be a sequential number (the length of this number is determined by the Fund Code).

BE/AL - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The second two/three positions will be the Fund Code.
- The next two positions will be a 'AL' which stands for Allotment Level.
- The remaining five/six positions will be a sequential number (the length of this number is determined by the Fund Code).

TA - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The second two/three positions will be the Fund Code.
- The remaining six/seven positions will be a sequential number (the length of this number is determined by the Fund Code).

TC - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The second two/three positions will be the Fund Code.
- The remaining six/seven positions will be a sequential number (the length of this number is determined by the Fund Code).

COLLECTION TRANSACTIONS (Minneapolis Only)

DR - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The second two positions will be DV - which represent Debit Voucher.
- The fifth and sixth position will represent the Division Code for the Programs that send their collections to BankOne in Chicago.
 - 15 - Dairy Programs
 - 22 - Fruit & Vegetable Programs
 - 44 - Livestock & Seed Programs
 - 51 - Science & Technology Programs
 - 60 - Tobacco Programs
- The remaining five positions will be the debit voucher number.

NO/RA (Expenditure Refund) - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The next four positions will be RFND - which represents Refund.
- The fifth and sixth position will represent the Division Code for the Programs that send their collections to BankOne in Chicago.
 - 15 - Dairy Programs
 - 22 - Fruit & Vegetable Programs
 - 44 - Livestock & Seed Programs
 - 51 - Science & Technology Programs
 - 60 - Tobacco Programs
- The remaining five positions will be a sequential number which has been established on ADNT for automatic document numbering.

NO/RR (Revenue Refund) - XXXXXXXXXX

- The first two positions will be a fiscal year indicator.
- The next four positions will be RFND - which represents Refund.
- The fifth and sixth position will represent the Division Code for the Programs that send their collections to BankOne in Chicago.
 - 15 - Dairy Programs
 - 22 - Fruit & Vegetable Programs
 - 44 - Livestock & Seed Programs
 - 51 - Science & Technology Programs
 - 60 - Tobacco Programs
- The remaining five positions will be a sequential number which has been established on ADNT for automatic document numbering.